

# **PEDS Data Entry Training Focused Activities List**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



# Goals of training

- To define “focused activities list.”
- To learn how to set up a focused activities list in PEDS.
- To learn how to edit a focused activities list in PEDS.

# Focused activities list

## Definition

A short list of frequently conducted activities specific to a program.

A focused activities list:

- Provides a short, customized list of a program's activities instead of the entire list.
  - Makes entering activity data faster and easier.
  - Enables automatic selection of all activities in the short list.
- Is optional in Program Setup.
- Is available for all five strategies:
  - Direct Services
  - Community Strengthening
  - Provider Capacity
  - Infrastructure Investments
  - Systems Change

**Determine  
focused  
activities  
during  
program  
setup in  
PEDS.**

# How do I set up a focused activities list in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

Please select a Reporting Period: 2004-2005 Fiscal Year

**Activities (Aggregate Data)**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 03/15/2005 End Date: 03/29/2005  
Enter/View Data for Strategy:  
[Direct Service](#) [Provider Capacity Building](#)  
[Nonduplicated Counts](#) [Infrastructure Investments](#)  
[Community Strengthening](#) [Systems Change Activities](#)

**(Individual Data)**  
Add a New Core Participant  
[Core Prenatal Parent](#) [Core Child 0-5 and Guardian](#)  
Add a New Non-Core Participant  
[Non-Core](#)  
Search For  
Last Name: Type: Search

**Achievement Milestones**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 03/15/2005 End Date: 03/29/2005  
[Enter/View Data](#)

**Funds Spent**  
[By Strategy](#)

**Group Service Details**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 03/15/2005 End Date: 03/29/2005  
[Enter/View Data](#) [Design Groups](#)

User: sanders.mary (0 login attempts since 3/28/2005 3:38:46 PM)  
User Type: Funded Program User  
Funded Program: Mayberry Resource Center

HELP!

Trusted sites

# Focused Activities list Setup

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

**Funded Program Setup:**

**Setup Information**

[Focused Activities](#) [Activity Locations](#)

Click **Focused Activities** button.

User: sanders.mary (0 login attempts since 3/28/2005 3:38:46 PM)  
User Type: Funded Program User  
Funded Program: Mayberry Resource Center

Done Trusted sites

# Focused Activities list Setup

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Focused Activities

Strategy	Category	Activity
Direct Service	Family Support, Education, and Services	Community resource and referral (to health and social services)
Direct Service	Family Support, Education, and Services	Mental health assessment or services
Direct Service	Family Support, Education, and Services	Enrollment/assistance with TANF, WIC, Food Stamps, or food program
Direct Service	Family Support, Education, and Services	Provision of food, clothes, emergency funds, housing, or other basic needs
Direct Service	Family Support, Education, and Services	Parenting education (includes programs

Strategy:  Active  
Please select a strategy from the drop-down menu.

Activity Category:

Select a **Strategy** from the drop-down menu.

Add Refresh

Done Trusted sites

# Focused Activities list Setup

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Focused Activities

Strategy	Category	Activity
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Direct Service	Family Support, Education, and Services	Parenting education (includes programs

Strategy:  Activity Category:

Active Activity

Please select a strategy and category.

Select an **Activity Category** from the drop-down menu.

Family Support, Education, and Services  
Health Education and Services  
Child Development Services

Add Refresh

Done Trusted sites

# Focused Activities list Setup

The screenshot shows the 'FIRST5 CALIFORNIA' web application for 'Focused Activities'. The interface includes a 'Main Menu' and 'Help' link at the top. Below the header, there's a 'Focused Activities' section with a table of activities. A callout bubble points to the table with the instruction: 'Select all appropriate activities by clicking applicable boxes.' The table has two columns: 'Category' and 'Activity'. The 'Category' column lists various service areas, and the 'Activity' column lists specific programs. Below the table, there's a dropdown menu for 'Activity Category' set to 'Family Support, Education, and Services'. A list of activities is shown with checkboxes: 'Service coordination' (checked), 'Transportation services or vouchers' (unchecked), and 'Safety education and injury/violence prevention' (unchecked). A callout bubble points to the scroll bar on the right with the instruction: 'Scroll down to see all activities.' At the bottom right, there are 'Add' and 'Refresh' buttons. A callout bubble points to the 'Add' button with the instruction: 'Click Add to save all selections.' A pink octagonal callout bubble at the bottom left contains the instruction: 'Do not click Add before all selections for a strategy have been made.'

Category	Activity
Support, Education, and	Community resource and referral (to health and social services)
Support, Education, and	Mental health assessment or services
Family Support, Education, and Services	Enrollment/assistance with TANF, WIC, Food Stamps, or food program
Family Support, Education, and Services	Provision of food, clothes, emergency funds, housing, or other basic needs
Family Support, Education, and	Parenting education (includes programs

Activity Category: Family Support, Education, and Services

- ☒ Service coordination
- ☐ Transportation services or vouchers
- ☐ Safety education and injury/violence prevention

Buttons: Add, Refresh



# How do I edit a focused activities list in PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' interface for 'Focused Activities'. It includes a table with columns for Strategy, Category, and Activity. Below the table are dropdown menus for 'Strategy' and 'Activity Category', a list of activities with checkboxes, and 'Edit' and 'Refresh' buttons. A status bar at the bottom shows 'Done' and 'Trusted sites'.

**1. Select the entry to edit.**

**2. Click box to remove activity from the list.**

**3. Click **Edit** to save changes.**

Editing allows only deletion of activities. To add activities, use procedures outlined in the previous screens.

Strategy	Category	Activity
Direct Service	Family Support, Education, and Services	Community resource and referral (to health and social services)
Direct Service	Family Support, Education, and Services	Mental health assessment or services
Direct Service	Family Support, Education, and Services	Enrollment/assistance with TANF, WIC, Food Stamps, or food program
Direct Service	Family Support, Education, and Services	Provision of food, clothes, emergency funds, housing, or other basic needs
Direct Service	Family Support, Education, and Services	Parenting education (includes programs

Strategy: [Dropdown] Activity Category: [Dropdown]

Active Activities:

- ☒ Community resource and referral (to health and social services)

[Edit] [Refresh]

# Focused Activities list

## Summary of data entry

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### To Set Up

- Select strategy.
- Select activity category.
- Click desired activities.
- Click **Add**.

### To Edit

- Select entry to be edited.
- Click box(es) to deselect.
- Click **Edit** to save changes.